

MICHIGAN MERIT EXAM (MME) Test Accommodations Coordinator Qualifications and Responsibilities

*One individual at the school will need to serve as the Test Accommodations Coordinator for MME testing. This individual may be the appointed Test Supervisor, Back-up Test Supervisor, or a different staff member. The individual must meet **ALL** of the following qualifications and agree to the listed responsibilities.*

Qualifications

The Test Accommodations Coordinator must meet *all* of the requirements below:

1. Be proficient in English.
2. Be experienced in testing and measurement.
3. Be a staff member of the school.
4. Have control over locked, limited-access storage at the school to secure test materials.
5. Ensure that the tests are administered in strict compliance with all policies and procedures documented in the relevant *Supervisor's Manual*.

To avoid the appearance of a conflict of interest and to protect both the examinee and testing staff from allegations of impropriety, the Test Accommodations Coordinator must also:

1. Not be related to or guardian of **any** examinee participating in MME testing with accommodations **anywhere** in Michigan during the testing year (e.g., 2006-2007 - September 1, 2006 through August 31, 2007). (Relatives include children, stepchildren, grandchildren, nieces, nephews, and siblings.)
2. Not be a private consultant or individual tutor whose fees are paid by a student (or the student's family) for whom accommodations are requested.
3. Not be engaged in test preparation activities for the ACT at any time during the current testing year (September through August), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise*.
4. Not be involved in coaching high school or college athletics (applicable only if any student requesting accommodations participates in athletics). This qualification is in place to protect testing staff who administer the test to students individually or in very small groups without other testing staff present.

Responsibilities

Primary responsibilities of the Test Accommodations Coordinator include:

- Determine which grade 11 students need to apply for Day 1 accommodations, complete a request form for each, gather required signatures, and compile documentation.
- Ship completed request forms as a group to arrive at ACT no later than **December 1, 2006 (ACT Accommodations)** or **January 10, 2007 (State-Allowed Accommodations)**, along with a completed Test Accommodations Coordinator Header.
- Provide timely response to requests from ACT for additional information about individual forms.
- Consult with appropriate school personnel to determine accommodations for Day 2 tests.
- All MME Test Accommodations Coordinators must attend a mandatory half-day training workshop conducted by the Michigan Department of Education (MDE) ACT, and Pearson Educational Measurement (PEM) staff during November - December 2006.
- Train staff assigned to assist with the administration of tests to students approved for accommodations.
- Check in all secure test materials shipped for students testing with accommodations and, in consultation with Test Supervisor, maintain security while materials are at the school.
- Read and follow exactly all policies and procedures in relevant *Supervisor's Manual*.
- Personally administer or assign testing staff who meet all qualifications listed above to administer tests according to instructions specified in the *Supervisor's Manual*.
- Complete, verify, and return to ACT all required reports, seating diagrams, forms, answer documents, and test booklets/formats immediately after the testing window, as directed in the *Supervisor's Manual*.
- Consult immediately with ACT, as appropriate, regarding testing irregularities.
- Cooperate fully with ACT, MDE, or PEM to investigate and resolve suspected or documented irregularities.